

# Adobe Acrobat 8 Introduction

## A One-Day Training Course

### Course Aims

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This course details the purpose, functionality, and utility of Adobe's PDF (Acrobat) file format. Creating, modifying and securing a file has never been easier. Create document that can be opened and read whatever the hardware or software.

### Course Outline

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#### Introduction to Acrobat

- What is Acrobat?
- Benefits of Acrobat
- Portable Document Format
- Acrobat Components

#### PDF Document Navigation

- Acrobat Elements
- Acrobat Toolbars
- Navigation Tools

#### Preferences setting

- Comments
- Documents
- Full Screen
- General
- Page Display

#### Creating PDF Documents

- PDF Document Creation Overview and Options
- Create From
  - Files
  - Multi-files
  - Web pages
  - Scanner

#### Editing PDF Documents

- PDF Editing Overview
- Editing Document Info
- Editing Text & Objects
- Editing Pages

#### Bookmarks & Thumbnails

- Creating Bookmarks & Thumbnails
- Bookmarks and Linking
- Thumbnails and Navigation

#### Review and Comments

- Comment and Markup toolbar
- Comment and Markup tools

#### Forms

- Creating from templates
- Creating from existing documents
- Importing data from a spreadsheet
- Scan from Paper

#### Acrobat Security

- Passwords
- Securing a document with security settings
- Manage security policies

### Target Audience

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Intending, new or recent users to Adobe Acrobat. Those who need to publish richly formatted documents via the Web, e-mail, or CD-ROM will gain the most from this course.

### Assumed Knowledge

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Familiarity with PCs, using a mouse and Microsoft Windows gained from prior attendance on a "Windows Introduction" course or from a work environment. Experience in using an application in the Windows environment is helpful.